US Army Corps of Engineers®
Memphis District

GOAL 2

Continuously improve mission execution

Champion: Tom Minyard

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GOAL 2

We will continuously improve team performance, processes and project/services delivery by effective application of Learning Organization principles.

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GOAL 2

Strategy 2.1 Develop high performing Project and Service Delivery Teams.

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Goal 2, Strategy 1, Objective 1

"Expand milestone execution to all projects and services to include projects performed by EEY Marine Maintenance Center and Units performing Work for Others and increase milestone execution over FY06 rate."

Champion: PMC Chair/Vice Chair

Team Members: Dave Berretta, Billy Selvo and EEY w/Linda Boyd (OD POC)

As Of: 5 September 07

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Goal 2, Strategy 1, Objective 1 Action Plan Summary

What (Action/Task Milestone)	Who (Org/name)	When (date)	Why (Completion Metric)
1. Develop list of all projects & services (including EEY)	PMC, PM/OM EEY w/Linda Boyd	2nd Qtr ☑	Comprehensive list for review (Complete)
2. Identify projects & services to be tracked (including EEY)	PMC, PM/OM EEY w/Linda Boyd	2nd Qtr ☑	List sanitized & finalized (Complete)
3. Develop criteria to introduce projects & services into PMC & PM Forum	PMC	3rd Qtr ☑	Criteria developed & distributed to PM/OM & EEY (Complete)
4. Develop Marine Maintenance Center Business Plan (crosswalk	Berretta, Wilbanks, Boyd	4th Qtr Extend into	Systematic Plan outlining products, services,

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GOAL 2

Strategy 2.2 Apply Learning Organization principles as part of process improvement.

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Goal 2, Strategy 2, Objective 1

“ Perform final review of identified key processes/sub-processes by 2QFY07 and digitize mapped processes by 2QFY08.”

Champion: TBD

Team Members: Jennifer Redden, LDP POC

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Goal 2, Strategy 2, Objective 1
Action Plan Summary

What (Action/Task Milestone)	Who (Org/name)	When (date)	Why (Completion Metric)
1.Division Chiefs/designees to review existing list of process for completeness.	E. McNamara	**31 Mar 07** ☑ ☑	To confirm or amend current list.
2. Coordinate with new LDP Team to electronically map provided processes.	J. Redden	**30 Apr 07**	To provide assistance for digitization.
3. Coordinate with IM for digitization.	R. Fennell	**30 Apr 08**	To provide medium for storage/retrieval.

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Goal 2, Strategy 2, Objective 2

Establish a process to capture institutional and technical knowledge from and access former key team members by 3rd Q, FY 07.

Champion: Ken Williams

Team Members: Jan Berry and Ronnie Smith

Initial Action Plan Briefing

RM Forum

5 September 2007

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Goal 2, Strategy 2, Objective 2
Action Plan Summary

What (Action/Task Milestone)	Who (Org/name)	When (date)	Why (Completion Metric)
1. Obtain list of retired employees.	CPAC/Team	Mar 07	List obtained.
2. Develop list of potential/soon to be retirees.	CPAC/Team	Mar 07	List of near-future retirees developed.
3. Develop list of targeted employees/retirees & info/ actions needed from each.	PMC	Apr 07	List prepared of employees/retirees and our needs.
4. Develop	Team	Apr 07	letter/survey

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Goal 2, Strategy 2, Objective 2
Action Plan Summary

What (Action/Task)	Who (Org/name)	When (date)	Why (Completion Metric)
5. Develop strategy to re-employ or otherwise engage the retired employee.	Team/CPAC/ CT	Jun 07	Re-employment strategies identified.
6. Develop strategy to capture knowledge from pending retirees.	Team	Aug 07	Strategies Identified.
7. Prepare plan (SOP) for capturing knowledge/expertise.	Team	Aug 07	SOP Completed.

Goal 2, Strategy 2, Objective 2
Action Plan Summary

Metrics

- What Metrics will identify Objective success?
  - Establish standard procedures to capture institutional knowledge prior to and after retirements.
  - Increase the utilization of retirees for routine and contingency operations by 1st quarter FY 08.

Goal 2, Strategy 2, Objective 2
Action Plan Summary
Resources Required

- What resources are required to implement the action plan?
  - Most of the labor for formulation of the plan will be by the three team members and the activities would be chargeable to overhead.
  - A preliminary estimate of the time required would be 120 hours for a cost of approximately $16,000.

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Goal 2, Strategy 2, Objective 3

"Establish a process to capture, organize and effectively utilize lessons learned by 3QFY07"

Champion: Linda Ross

Team Members: Jim Pogue, Lori Kennedy

As of: 30 Aug 07

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Goal 2, Strategy 2, Objective 3 Action Plan Summary

What (Action/Task Milestone)	Who (Org/name)	When (date)	Why (Completion Metric)
1. Investigate viability of SharePoint software to provide improved access to AAR data on website	Kennedy	Week of 8 Jan 07 ☑	Indications are SharePoint will improve AAR deposit & retrieval process.
2. Implement SharePoint Software	Kennedy	Mar 07 ☑	Need software to support mission
3. Develop standard AAR form for direct input of AAR into database.	Kennedy	May 07 ☑	Promote the use of the AAR process for entire district.

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Goal 2, Strategy 2, Objective 3
Action Plan Summary

What (Action/Task)	Who (Org/name)	When (date)	Why (Completion Metric)
4. Initiate deployment of information campaign	Pogue	Jul 07	Situational awareness for the District
5. Monitor use of AAR website on a monthly basis and adjust info campaign plan as needed.	Kennedy	Starting Oct 07	Success would be indicated by increased usage of AAR website.